

CITY OF NEWARK
Delaware

RFP NO. 15-01
PURCHASE OF SURFACE LOT PARKING ACCESS CONTROL SYSTEMS

ADDENDUM NO. 2

May 12, 2015

Proposal Security- Each proposal submittal must be accompanied by a certified check, cashier's check or bid security bond in the amount of \$5,000 payable to the City of Newark. Failure to provide this proposal security may be grounds for rejection of the proposal. If a bid bond is submitted the attached "Bond to Accompany Proposal" form must be completed and issued by a surety licensed to operate in the State of Delaware.

Following evaluation and negotiations of a final agreement with a firm, its principals will be expected to execute the agreement within fourteen (14) calendar days after receiving notice of award (including presentation of the Performance Bond). Failure to proceed with the execution of the agreement/submittal of Performance Bond will result in the forfeiture of the security to the City of Newark. Any certified check, or cashier's check submitted as proposal security shall be returned to all unsuccessful bidders one hundred and twenty (120) calendar days after the proposal submittal date.

Agreement Security/Performance Bond – To guarantee faithful performance of the agreement by the successful firm, a performance bond satisfactory to the City of Newark and in the full amount of the proposal shall be required by the successful bidder within fourteen (14) days after notice of award. Upon receipt of the executed final agreement and the Performance Bond, the City will return any certified check or cashier's check submitted as Proposal Security to the successful bidder.

The following are responses to questions asked by prospective bidders:

1. 5 Year Utility Model/Lease Purchase Costs – Please clarify what you are looking for here. [The City is looking for a 5 year lease option with a buyout for \\$1 at the end of the term](#)
2. Existing hardware – What will be done with the existing hardware (Should successful bidder dispose of equipment or will City retain) [The City will dispose of its existing property](#)
3. RFP states the vendor shall deliver, install, and integrate the necessary access and revenue control hardware and software components with the proposed parking management system to achieve a fully functional, automated PARC system. – (Q) In the equipment list it looks like you are replacing the current solution with a new solution in the same configuration. Current setup includes cashiers, can you clarify if we are replacing apples to apples with the equipment or if you want a fully automated solution (would need a revised equipment listing) [We are asking the bids to replace apples-to-apples with our mix of gated/cashier and gated/automated lots.](#)

4. Networking – What kind of network is supplied at each lot (direct fiber runs, DSL or other high speed network, etc.) *Each lot is hardwired, with existing conduit; there is a wireless network for high speed internet at each location.*
5. Credit Card Processing – Can all credit card revenue go to 1 bank account or will the City want all monies to go into separate bank accounts. If the same, reports can be run to differentiate the transactions. *A singular account with the reporting to breakout the various revenue by lot*
6. RFP states mag-stripe tickets, is barcode an acceptable alternative? *The existing is mag-stripe tickets but barcode tickets can be listed as an option.*
7. Pay on Foot machines – For clarification do the machines need to accept/dispense coins? How many notes must it give out as change? *Yes, accept/dispense coins and at this time, we dispense two (2) denominations at this time.*
8. RFP calls out an aging status for unpaid invoices? Do you require the PARCS to have an Accounts Receivable Solution? If so do the customers need to have access to this for online payments, etc.? *Not required to have a customer access portal for payments, but an AR solution within its revenue/AP solution*
9. Data Warehouse – Speaks of appeals activity, ARC Revenue, permits sold, citations issued. Does the PARCS Solution you are looking for need an enforcement/citation component? There is no other discussion of this in the RFP or request for this style of functionality. Please clarify appeals, ARC Revenue, permits and citations and what the City is looking to accomplish and what 3rd party solutions are in effect that might need integration. *May not be required for certain features such as appeals; this data warehouse must exist for all Parking Access Control System (revenue, permits sold), and the PARCS shall integrate with the enforcement solution as noted in the RFP. To clarify, this section (P.24 of the RFP – Section Data Warehouse) should be specific to all features your PARCS system can provide.*
10. Asset Management – Are you looking for the PARCS Solution to provide Asset Management and Maintenance Logs for property and assets? Please clarify *Yes, it is the preference for a solution to allow Parking management team to track maintenance of parking assets.*
11. Safety Loops – Do you want the vendor(s) to reuse the existing safety loops or cut new ones? Typically when a new system is installed the safety loops will be replaced at the same time. *Agreed; prefer new loops cut to ensure expected terms for warranty*
12. Labor – Are there any union, prevailing wage, etc. requirements on this project? *No*
13. Labor – Can work be done during regular business hours (M-F 8 am – 5 pm)? *Yes, requests for additional hours/days can be requested*
14. Bid Bond or Sales Tax – Are either required *Bid Bond required, see attached; Delaware is Sales Tax Exempt*
15. Software – What is the final location of the head-end software and is there an IT Closet or temperature controlled room at each site? *45 East Main Street; within the Parking Division*

Office, which is environmentally controlled (not a full data center server room, but a controlled office)

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PURCHASE OF SURFACE LOT PARKING
ACCESS CONTROL SYSTEMS

BOND TO ACCOMPANY PROPOSAL

(Not necessary if Certified Check or Cashier's Check is Used)

KNOW ALL MEN BY THESE PRESENTS THAT _____ of
_____ in the County of _____ and the State
of _____ as Principal, and _____ of
_____ as surety, legally authorized to do business in the State of Delaware, are
held and firmly bound unto the City of Newark in the sum of \$5,000 Dollars to certify proposal for 120
days from submission, to be paid to said City of Newark for use and benefit of the Mayor and Council of
Newark, for which payment well and truly to be made, we do bind ourselves, our heirs, executors,
administrators and successors, jointly and severally, for and in the whole, firmly by these presents. Sealed
with our seals, dated the _____ day of _____ in the year of our Lord, Two Thousand and Fifteen
(2015).

NOW THE CONDITIONS OF THIS OBLIGATION ARE SUCH, that if the above bound principal
_____ who has submitted to said City of Newark, a certain proposal to
enter into a certain Agreement/Contract/Project(s) resulting from RFP No. 15-01, Purchase of Surface Lot
Parking Access Control Systems agreement, shall be awarded said contract, and if said
_____ shall well and truly enter into and execute said contract and
furnish therewith such surety bond (performance bond) or bonds as may be required by the terms of said
Agreement/Contract and approved by the City of Newark, said contract, and said bond to be entered into
within fourteen (14) days after the date of official notice of award thereof in accordance with the terms of
said RFP, then this obligation/agreement unless void in writing by both parties shall remain in full force
and virtue.

**SIGNED AND SEALED IN THE PRESENCE OF
THIS WITNESS:**

SIGNATURE: _____

WITNESS SIGNATURE

**PRINTED
NAME:** _____ (SEAL)

PRINTED NAME

DATE: _____

PHONE: _____

SIGNATURE: _____

DATE: _____

**PRINTED
NAME:** _____

DATE: _____